



## CALIFORNIA CAREER COLLEGE

7003 Owensmouth Avenue, Canoga Park, CA 91303

Phone: (818) 710-1310, Fax: (818) 710-1329

[www.californiacareercollege.edu](http://www.californiacareercollege.edu)

### Policy on Outside Clock Hours

**Purpose:** To establish guidelines for the calculation of minimum course-by-course outside hours.

**Scope:** This policy applies to all programs at California Career College.

#### Policy:

1. Certificate and Associate of Applied Science Degree Programs
  - a. Minimum course-by-course outside hours are calculated by using following formula:
    - i. Semester Credit Hours: 7.5 outside hours for each credit hour of lecture/laboratory
    - ii. Quarter Credit Hours: 5.0 outside hours for each credit hour of lecture/laboratory
2. Associate of Science Degree and RN to BSN Baccalaureate Degree
  - a. Minimum course-by-course outside hours are calculated by using the following formula:
    - i. For one hour of classroom or direct faculty instruction, a minimum of two hours of outside preparation.
    - ii. For one hour of laboratory work and other academic work leading to award of credit hours, a minimum of one hour of outside preparation
3. Activities that are acceptable for outside hours include, but are not limited to:
  - a. Nursing Care Plan creation
  - b. Reading assignments
  - c. Case Studies
  - d. Practice questions
  - e. Writing assignments (essay or research papers)
  - f. Group projects and presentations
  - g. Study guide completion
  - h. Online article reviews
  - i. Prototype models
  - j. Independent online research
  - k.

**Effective Date:** This policy is effective as of October 1, 2021.

**Review and Revision:** This policy will be reviewed annually and revised as necessary to ensure continued compliance with legal and regulatory requirements.

Review/Revision Date: 12/21, 12/22, 12/23, 12/24